

**Plumas County Children and Families Commission
PCCFC**

Minutes

**Wednesday, August 8, 2001
9:12 a.m.-12:17p.m.
Public Works Building**

Attendees:

Commissioners: Carol Burney, Bill Dennison, Shelley Miller, Tami Mitchell, Paula Russell, Rita Scardaci, and Elliot Smart
Staff: Ellen Vieira, Ex. Dir., and Diana Conen, staff
Public: Sandra Norton.

I. Introductions:

Commissioners and meeting attendees introduced themselves.

II. Commission Officers:

After a discussion, the Commissioners agreed that there should not be any changes in the officers except to appoint a new Treasurer to replace Kristy Brown. Ms. Burney said that she would be willing to fill that position.

MOTION: Mr. Smart, seconded by Ms. Russell, moved to appoint Carol Burney to the position of Treasurer. VOTE: The motion passed unanimously.

MOTION: Mr. Dennison, seconded by Ms. Mitchell, moved to re-appoint Shelley Miller as Chairperson and Paula Russell as Vice-Chairperson. VOTE: The motion passed unanimously.

III. Commission Vacancy:

Ms. Vieira reported that she has received a letter of resignation from Commissioner Kristy Brown.

MOTION: Ms. Russell, seconded by Mr. Dennison, moved to accept the resignation of Kristy Brown. VOTE: The motion passed unanimously.

Mr. Smart suggested that everyone who had applied previously be contacted to see if they are still interested. Ms. Scardaci noted that this was an opportunity to strengthen the composition of the Commission. Mr. Smart suggested that key local agencies could be notified of the vacancy and asked to nominate someone for the position. Ms. Burney suggested that individual Commissioners should recruit individuals as well. Mr. Dennison said what was needed was someone with enthusiasm who will actively participate. The Commissioners directed Ms.

Vieira to begin the process of Commissioner recruitment by contacting the prior applicants, and soliciting applications from local agencies and the public.

IV. Review and approval of minutes:

MOTION: Ms. Burney, seconded by Ms. Russell, moved to approve the minutes as written. VOTE: The motion passed unanimously.

V. Public Hearing:

Chairperson Miller called the Public Hearing in session. Ms. Vieira said that she recommended that the Commission not make any substantive changes in the Strategic Plan, only make corrections for out-of-date information. Ms. Scardaci said that since project funding is in only the sixth month, there may not be enough new data to make any revisions in the objectives or desired outcomes in the Strategic Plan. Ms. Vieira said that Plumas County is still on the waiting list with UCLA for a Strategic Plan review.

MOTION: Ms. Scardaci, seconded by Ms. Mitchell, moved to accept the proposed changes, pending public comment and review at the next meeting. VOTE: The motion passed unanimously.

The Commissioners accepted Ms. Vieira's recommendation and directed her to 1) proceed with plans for a Strategic Plan review by UCLA; 2) Work with the Prop 10 consultant to reformat the Strategic Plan to a more "reader friendly" format, with the assessments and tables as an appendix; 3) Highlight in the Strategic Plan existing "School Readiness" framework to be consistent with the State Commission's program priorities and funding strategies. Ms. Vieira will work towards an update of assessments and other content as necessary for FY02-03. Ms. Scardaci recommended that the Commission incorporate as much of the data from the evaluation of current programs as possible during the FY02-03 update.

VI. Public Comment:

There were no public comments.

Chairperson Miller declared the public hearing closed.

VII. Executive Directors Report:

Ms. Vieira reviewed her written report for the Commissioners, and issues discussed at the July 18-19, 2001 California Children and Families Association (CCAFA) Rural Caucus meeting, and State Commission meeting in Los Angeles. The CCAFA association has become a strong voice with the State Commission and staff, and the meetings are good opportunities for networking and information

sharing. CCAFA is developing a process to track legislation and take a formal position.

Plumas County is one of thirteen counties not eligible to apply for the School Readiness Initiative. The CCFC may take further action to address the needs of those counties. Ms. Miller asked what was discussed during the teleconference on Universal Pres-school. Ms. Vieira said that the discussion confirmed the communication gaps between the various sectors of early childhood education and the State Department of Education.

a. MOU – PCCFC/ Plumas County.

Ms. Vieira recommended to the Commissioners that they extend the Memorandum of Understanding with Plumas County for an additional 24 months. Ms. Scardaci said that under the current agreement Plumas County provides many services to the Commission, including: risk management and liability insurance; and services from the Auditor, Treasurer, and County Counsel departments. The PCPHA serves as the fiscal agent for the PCCFC. Mr. Smart suggested that the notice requirement in section 5.9 should list the Executive Director of PCCFC, and the current CAO for Plumas County. Other name changes were recommended to reflect current status.

MOTION: Ms. Russell, seconded by Mr. Smart, moved to extend the MOU with Plumas County for 24 months, and direct Ms. Vieira to notify the CAO office and Board of Supervisors. VOTE: The motion passed unanimously.

VIII. Fiscal Report

Ms. Scardaci reviewed the end of the fiscal year reports. The Trust Fund balance on June 30, 2001 was \$487,376, and estimated revenues for the current fiscal year and unspent funds from FY00-01 would bring the total to \$978,243. Expenditures budgeted for FY01-02 are \$299,200, for a fund available balance of \$679,043.

Ms. Scardaci said that the expenditures for FY 00-01 are below the budgeted amounts because the Commission did not hire staff as early as expected, and some of the funded program allocations did not start until late in the year. Ms. Scardaci said that the planning budget account has been exhausted.

MOTION: Mr. Dennison, seconded by Ms. Russell, moved to accept the FY00-01 Final Report. The motion passed unanimously, with Ms. Scardaci abstaining.

b. FY 2000-01 Audit

Ms. Scardaci presented the proposal from Smith & Newell, CPA, to do the annual audit of FY 2000-01 ending June 30, 2001. She said that it had been reviewed and approved by Ms. Vieira and Jeff Miller PCPHA Fiscal Officer.

MOTION: Ms. Russell, seconded by Ms. Mitchell, moved to accept the proposal from Smith & Newell, and authorize the Executive Director to sign the service agreement for the FY2000-01 audit. VOTE: The motion passed unanimously.

IX. Program Development :

a. Five Year Program Projection

Ms. Scardaci noted that the draft graphs showing the projections of the Trust Fund Balance for the next five years were based on a fund balance of \$739,035, when the actual fund balance at the end of FY 2000-01 was \$679,043. The graphs were intended to give a general overview, and show possible trends. Approximately 78% of the already allocated expenses for the next year (\$299,600) will be for community grants services. Mr. Dennison said that keeping the operating expenses for the program at a low level should be a high priority. Further discussion continued regarding the availability for FY02-03 grant funds.

MOTION: Mr. Dennison, seconded by Ms. Russell, moved that the Commission set a goal of allocating \$150,000 to the RFA process through December 2002.

Ms. Scardaci suggested that the funding cycle be extended to June 30, 2003, to coincide with the County FY2002-03 budget cycle. This would allow the funding cycle to correspond directly to the fiscal year, and facilitate tracking.

AMENDMENT: Ms. Scardaci, seconded by Ms. Burney, moved to amend the motion to make it effective January 1, 2002 through June 30, 2003. VOTE: The motion passed unanimously.

VOTE: The amended motion passed unanimously.

b. Funding for 2002 Grants

Ms. Vieira reviewed the grants that have been funded to date, and into which Strategic Plan categories each grant fit. After a discussion of the categories, the Commissioners agreed that more definition of the terms, such as “enhancing” and “build capacity” is needed, and the RFA would have to be very specific regarding what type of proposals will be funded, and what goals and objectives are being sought. Ms. Scardaci said that the goals and objectives should be measurable and the assistance of the contract evaluator will strengthen this component.

MOTION: Ms. Russell, seconded by Ms. Mitchell, moved to approve the funding priorities for the next funding cycle, January 2002 through June 2003.

VOTE: The motion passed unanimously.

c. Timeline

Ms. Vieira presented the latest revision of the Timeline. Mr. Dennison cautioned that enough time must be allowed for applicants to complete the intensive application process. The grant funding cycle was extended to June 30, 2003.

MOTION: Ms. Scardaci, seconded by Ms. Russell, moved to approve the Timeline.

VOTE: The motion passed unanimously.

d. Leverage Fund Request

Ms. Vieira presented the request from Plumas Rural Services (PRS) to fund a media consultant to help recruit new in home child care providers in Plumas County. The shortage of licensed home day care providers is reaching crisis proportions. Mr. Dennison asked if a media campaign was the best way to solve the crisis.

MOTION: Ms. Burney moved to fund the request of Plumas Rural Services from the Leverage Fund. VOTE: The motion failed for lack of a second.

Mr. Dennison suggested that the Commission needed further information. There was some discussion on the proper way to proceed with the request in a timely manner, and how best to collaborate with the Child Care Planning Council. The Commissioners directed Ms. Vieira to ask PRS for more information to answer questions about the work plan, objectives, outcomes, and budget for the proposal, and place it on the agenda for the next meeting. Ms. Scardaci suggested a letter to the Child Care Planning Council expressing the need to coordinate the overlap of Strategic Plan Objectives.

X. Public Comment

There were no public comments.

XI. Program Update: Prenatal Care and Immunizations, Sandra Norton, Director of Nursing, PCPHA

Ms Norton presented some statistics on immunization rates. She said that most children get their prescribed immunizations during first year checkups, and all must have completed them prior to entering Kindergarten. During the 2-5 years of age period, many children do not receive the required booster shots and the immunization rate is hard to document. This year the chicken pox vaccine will be required for entry into pre-school or Kindergarten.

During the year 2000, there were 186 births to families living in Plumas County. Many of these deliveries take place outside the county. Twenty-nine (16%) of the women received inadequate pre-natal care according to information that is collected from birth certificate records. Increased awareness of the importance of pre-natal care is needed, especially among women under 30, many of whom are not first-time mothers. There were eight births to women under the age of eighteen.

XII. Next Meeting.

The next meeting will be held on September 12, 2001.

XII. Adjournment

MOTION: Mr. Dennison, seconded by Ms. Mitchell, moved to adjourn the meeting. VOTE: The motion passed unanimously.

The meeting adjourned at 12:17 p.m.

Minutes respectfully submitted by: Diana Conen